



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

HOSPITAL GENERAL SERVICES ADMINSTRATOR I

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|---------------------------|-----------------------------|
| SALARY RANGE | \$4020 - \$4977 |
| TENURE/TIME BASE | Permanent, Full Time |
| PROGRAM/DEPARTMENT | General Services |
| FINAL FILING DATE | September 21, 2016 |

DESCRIPTION OF DUTIES: Under the direction of the General Services Administrator II, The General Services Administrator I assist in planning, organizing and directing the activities of the following departments and personnel: Facility Environmental Audit Technician, Mailroom, Fashion Center, Trash Collection and Janitorial Service. Initiates all aspects of the purchase order process to any and all items needed for departments supervised. Reviews and approves purchase orders. Responsible for the Garbage Services contract orders and facility recycling report and committee. Also serves on various committees as designated and performs other duties as required.

WHO MAY APPLY: **Candidates with list or transfer eligibility for the classification and a Training & Development (T&D) Assignment will be considered.** Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM).** **Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

"THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION."

CLASSIFICATION TITLE: HOSPITAL GENERAL SERVICES ADMINISTRATOR I
RELEASE DATE: 09/07/2016